

**Report Date:** 24 Jun 2014

**Summary Report for Individual Task**  
**551-88N-1111**  
**Prepare Cargo on Required Documentation**  
**Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - The materials contained in this course have been reviewed by the course developers in coordination with the Fort Lee, VA foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

**Condition:** In an operational environment, given cargo documentation Commercial Bill of Lading (CBL), Transportation Control and Movement Document (TCMD), Military Shipping Label (MSL), and Cargo Manifests related to the shipments, Transportation Movement Request (TMR), TC-4-13.17 and DTR 4500.9-R, part II.

**Standard:** Prepare cargo on required documentation with 100% accuracy for all inbound and outbound shipments IAW DTR 4500.9-R, Part II and TC 4-13.17.

**Special Condition:** Some iterations of this task should be performed in MOPP.

**Safety Risk:** Low

**MOPP 4:**

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** Special Conditions: This task may be performed in a chemical environment or under hazardous conditions. All safety precautions should be considered prior to the execution of this task. This task will accommodate the accountability of cargo loaded on conveyance for all modes of transportation; air, sea, highway, and rail.

**NOTE:** Any method that is quick but provides an accurate and legible cargo count may be used to tally the cargo.

**Feedback:** Score the Soldier GO if all steps are passed. Scored the Soldier No-Go if any step is failed. If the Soldier fails any step, show what was done wrong and how to do it correctly.

### **Performance Steps**

**1. Inspect retrograde cargo.**

a. Determine type of cargo to be documented.

b. Determine special handling requirements.

(1) HAZMAT and/or contaminated equipment will require special handling and additional documentation.

(2) Sensitive and/or classified equipment will require armed escorts.

c. Pack or re-pack cargo if necessary.

d. Mark or re-mark cargo if necessary.

e. Label cargo if needed.

f. Determine required delivery date (RDD), estimated time arrival (ETA), estimated time departure (ETD), port of embarkation (POE), port of debarkation (POD), Consignor, Consignee for shipment.

**2. Prepare DD Form 1384.**



- (10) Transportation Control Number (TCN) in block 10.
- (11) DODAAC code of the ultimate CONSIGNEE in block 11.
- (12) Transportation priority in block 12.
- (13) Required delivery date in block 13.
- (14) Project code in block 14.
- (15) Day the shipment is to be moved to POE/APOE in block 15.
- (16) Estimated Time of Arrival (ETA) code to identify number of days in transit from consignor to POE/APOE in block 16.
- (17) Transportation Account Code (TAC) to which the shipment will be charged in block 17.
- (18) Total number of pieces of shipment in block 22.
- (19) Total gross weight of shipment in block 23.
- (20) Total cubic feet of the shipment in block 24.

b. Enters the following excess dimension trailer entries for blocks 32 through 44 when applicable on TCMD.

NOTE: Instructions for obtaining, selecting, and/or constructing the various trailer data entries on TCMD are in Appendix M, DTR 4500.9-R.

- (1) Not in a consolidated container.
- (2) In consolidated container.
- (3) Outsized.
- (4) HAZMAT.
  - (a) Ammunition or explosives.
  - (b) All other HAZMAT.
- (5) A Government vehicle trailer, wheeled gun, or aircraft.
- (6) Personal property.
  - (a) Consigned to civil address.
  - (b) Unaccompanied baggage belonging to Temporary Duty (TDY) United States Air Force (USAF) personnel.
- (7) Through the Defense Courier Service.
- (8) A Roll On/Roll Off (RO/RO) trailer (containing cargo).

(9) A loaded 463-L pallet for channel air.

(10) A SEAVAN/MILVAN (containing cargo) with stop-offs enroute.

(11) A Container Express (CONEX) unitized pallet, or other consolidation container, other than a SEAVAN, MILVAN, or RO/RO.

(12) An empty SEAVAN, MILVAN, or CONEX

(13) Anything requiring additional information not listed above.

(a) DIC for the shipment unit prime data in block 32.

(b) TCN in block 40. Not the same as block 10.

(c) Excess dimension of the shipment unit in block 43.

(d) 4-position (if necessary, precede by zeros) total number of pieces shipped under each TCN in block 44(a).

(e) 5-position (if necessary, precede by zeros) total gross weight in pounds of the shipment unit in block 44(b).

(f) 4-position (if necessary, precede by zeros) total cubic feet of the shipment unit in block 44(c).

c. Distributes the DD Form 1384 in accordance with regulatory guidance and local policy.

(1) TCMD submission for Air Shipment.

(a) As a Shipper, you will submit the original Advance Transportation Control Movement Document (ATCMD) to Airlift Clearance Authority (ACA) for shipment moving by Air Mobility Command (AMC).

(b) Means of transmission can be done by Defense Data Network (DDN), Electronic Transfer Message (ETM), Telephone/Defense Switch Network (DSN)/Fax, World Wide Web (WWW) and Transportation Coordinator Automated Information Movement System (TC-AIMS)II.

(2) TCMD submission for Surface Shipment.

(a) As a shipper, you will submit the original ATCMD to Water Clearance Authority (WCA)/Ocean Cargo Clearance Agency (OCCA).

Remarks: The TRANSSHIPPER is usually a Consolidated and Containerization Point (CCP) Aerial Port of Embarkation (APOE), Water Port of Embarkation (APOE), Aerial Port of Debarkation (APOD), Water Port of Debarkation (APOD), and Central Receiving Supply Point (CRSP).

(b) Means of transportation can be done by Defense Data Network (DDN), Electronic Transfer Message (ETM), Telephone/Defense Switch

3. Prepare DD Form 1907







(3) The cargo checker must compare the serial number stenciled on the vehicle with the serial number recorded in the trailer data line entry. If they correspond, a check mark is placed on the tally to indicate the vehicle has been received.

(4) In some cases, the description of the item may not be included as a trailer data line entry. In this case, the checker enters such identifying information on the tally.

c. Use the block method when items of the same commodity are being loaded or unloaded in uniform drafts consisting of an equal number of pieces.

(1) The cargo checker must determine the number of pieces in each draft, which he records in parentheses in the left margin of the tally sheet.

(2) The checker enters a tally mark adjacent to the number as each draft is transferred.

(3) The checker will record four vertical marks and one diagonal mark to record 5 items to ease the quick determination of the total number of drafts handled. (see TC 4-13.17)

d. Check the consignee's address on the tally sheet against the address marking on the cargo (individual pieces) to ensure both are the same.

e. Check the cargo while it is being tallied for damages, shortages, and overages.

f. Record discrepancies, damages, overages, and shortages on tally sheet, TCMD, computer printout and/or locally produced form.

(1) If a piece is damaged or missing, the checker draws a circle around the appropriate piece number and identifies it as short or damaged.

(2) If the shipment has a marking or shipping error, and two pieces may have the same number, mark one of the pieces excess.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance steps are passed. Score the Soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the Soldier on the deficiency, retrain the Soldier to perform the step correctly, and reevaluate the task.

**Evaluation Preparation:** Set up: Provide the Soldier with a tally sheet (TCMD, computer printout or locally produce form), and cargo with shipping documentation.

Brief Soldier: Tell the Soldier to tally all cargo using the most suitable tally method. Inform the Soldier that any method that is quick put provides an accurate and legible cargo count may be used. Tell Soldier to record all entries on the tally sheet or other tally documents, determine if there are shortages or overages, document damages and discrepancies.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Inspected retrograde cargo.			
2. Prepared DD Form 1384.			
3. Prepared DD Form 1907.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	DD FORM 1384	Transportation Control and Movement Document	Yes	No
	DD FORM 1907	SIGNATURE AND TALLY RECORD	Yes	No
	DTR 4500.9-R-II	Cargo Movement	Yes	No
	TC 4-13.17	Cargo Specialist's Handbook	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. All operations must conform to the Army Environmental Program, TC 3-34.489 (The Soldier and the Environment), FM 3-100.4 (Environmental Considerations in Military Operations), AR 200-1 (Environmental Protection and Enhancement), local, state, and federal environmental policies, The Clean Air Act (CAA), CAA amendments, National Ambient Air-Quality Standards (NAAQS), as well as OSHA Hazard Communication Standard for Industry, 29 CFR, part 1910. "It is the instructor's responsibility to conduct a risk assessment prior to instruction using FM 100-14 as guidance. A copy of the risk management work sheet must be present at time of instruction."

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Accidents are an unacceptable impediment to Army missions, readiness, morale, and resources. Decision makers at every level will employ risk management approaches to effectively preclude unacceptable risk to the safety of personnel and property affiliated with this task.

- (a) Take personal responsibility.
- (b) Practice safe operations.
- (c) Recognize unsafe acts and conditions.
- (d) Take action to prevent accidents.
- (e) Report unsafe acts and conditions.
- (f) Work as a team.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :**

Task Number	Title	Proponent	Status
55-2-0066	Conduct Trailer Transfer Point Operations for Outgoing Containers	55 - Transportation (Collective)	Approved
55-5-0033	Provide Cargo Documentation Support for the Export of Unit Equipment and Supplies	55 - Transportation (Collective)	Approved
55-5-0032	Provide Cargo Documentation Support for the Import of Unit Equipment and Supplies	55 - Transportation (Collective)	Approved
55-1-1016	Provide Traffic Management for Cargo Being Shipped from Port of Embarkation	55 - Transportation (Collective)	Approved

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
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Transportation Management Coordinator 88N MOS ICTL	Enlisted	MOS: 88N
MOS 88N - Transportation Management Coordinator SL 1	Enlisted	MOS: 88N, Skill Level: SL1
MOS 88N - Transportation Management Coordinator SL2	Enlisted	MOS: 88N, Skill Level: SL2
MOS 88N - Transportation Management Coordinator SL3	Enlisted	MOS: 88N, Skill Level: SL3
MOS 88N - Transportation Management Coordinator SL 4	Enlisted	MOS: 88N, Skill Level: SL4